DOCUMENT RESUME

ED 400 396 CE 072 714

AUTHOR Campbell, Clifton P., Ed.
TITLE Education and Training for Work. Volume 1--Planning Programs.
REPORT NO ISBN-1-56676-417-3
PUB DATE 96
NOTE 287p.; For volume 2, see CE 072 715.
AVAILABLE FROM Technomic Publishing Co., Inc., 851 New Holland Avenue, Box 3535, Lancaster, PA 17604.
PUB TYPE Books (010)

EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS Adult Learning; Cognitive Style; *Education Work Relationship; Employment Potential; *Employment Qualifications; Evaluation Methods; *Instructional Development; Job Skills; *Job Training; Labor Force Development; Labor Needs; Learning Processes; Motivation; Needs Assessment; On the Job Training; Postsecondary Education; Program Evaluation; Questionnaires; Records (Forms); Secondary Education; Skill Development; *Systems Approach; Teacher Expectations of Students; Teaching Styles; Theory Practice Relationship; *Vocational Education; Young Adults

ABSTRACT

This book, which is intended for practicing or aspiring instructors, curriculum developers, and others engaged in work force development at the secondary and postsecondary levels, contains eight papers explaining how to plan education and training for work. The following papers are included: "Determining the Market Demand for Skilled Workers" (Clifton P. Campbell); "Instructional Systems Development" (Clifton P. Campbell); "The Content of Instruction" (Dennis R. Herschbach); "Employability Skills" (Gregory C. Petty); "How Young Adults Learn: Theory and Practice" (Paul A. Bott); "How to Foster High Expectation and Motivation" (Roger B. Hill); "Structured On-the-Job Training: Pitfalls and Payoffs" (David C. Bjorkquist, Brian P. Murphy); and "An Approach to Program Evaluation" (David D. L'Angelle). Many papers include a variety of illustrative examples and sample materials such as the following: checklist for using various work force projection and forecasting approaches; guidelines for conducting in-person interviews and follow-up (tracer studies); prototype follow-up questionnaire; sample job performance measure; generic skills and competency lists; sample employer and supervisor course evaluation questionnaires; training impact survey; and recommended format for evaluation reports. (MN)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****